

*Hawks' Haven  
Parent Handbook*

**St. ROSALIE DAY CARE**

**616 2nd Avenue**

**Harvey, LA 70058**

**Updated July 21, 2020**

**Mailing Address**

**617 2<sup>nd</sup> Avenue**

**Harvey, LA 70058**

**(504) 341-4342**

**[www.strosalieschool.org](http://www.strosalieschool.org)**



**PROGRAM DIRECTOR:** Caren M. Creppel, Principal/Director

**Nursery Staff:** Angelina Musacchia (Director Designee)  
Mitzi Leonard (Director Designee)  
Tracy Allo (Assistant)  
Karen Dinet (Assistant)

### **NURSERY HOURS**

**Monday – Friday** Nursery Daily Hours 6:45 a.m. – 3:00 p.m.  
After Care Hours 3:00p.m. – 6:00 p.m.

### **HOLIDAY CARE**

Holiday care will be provided year round. Parents will receive a letter notifying them of the days and dates holiday care is available as each holiday approaches. You will be able to choose whether you need to utilize this service. There will be no drop-ins during holiday care as we staff according to the number of students who will be attending. A letter will be sent home for you to indicate whether you will avail of this service. Letters must be returned with a yes or no checked at the bottom of the letter.

A sign-in/sign-out sheet will be provided daily.

### **REGISTRATION/TUITION** (This fee is non-refundable)

The registration fee is set by the school on an annual basis (see tuition schedule)

### **BREAKFAST/LUNCH**

We encourage you to purchase a well-balance breakfast and lunch from the cafeteria, unless your child has a doctor’s note for allergies. The cost of lunch will be announced at orientation. If food is brought to the nursery, the children will eat between 8:00 A.M. and 8:30 A.M. After 8:30 A.M., your child must have eaten before coming to the nursery.

HAWKS' HAVEN  
TENTATIVE DAILY SCHEDULE

6:45-7:20 A.M.	Before Care
7:20-8:00 A.M.	Arrival – Greet Children, Unpack Supplies, Lunch Count & Prayer
8:00- 8:30 A.M.	Serve Breakfast (if not purchased from the cafeteria breakfast must be brought from home.) Your child must eat breakfast at home if arriving after 8:30 A.M.)
8:30 – 9:00 A.M.	Diaper/Pull-Up Check/Potty Time/Circle Time
9:00 – 9:30 A.M.	Class and Activity Time
9:30 – 9:45 A.M.	Snack and Water
9:45 – 10:45 A.M.	Story Time/Music/Exercise Activities (1 year olds) Outside play (2 year olds)
10:45 – 11:00 A.M.	Diaper/Pull-Up Check/Potty Time
11:00 – 11:30 A.M.	Prayer and Lunch
11:30 – 11:45 P.M.	Clean Up
11:45 – 12:05 P.M.	Story Time
12:05 – 2:00 P.M.	Nap Time (Diaper/Pull-Up Check before nap time)
2:00 – 2:45 P.M.	Diaper/Pull-Up Check/Potty Time/Afternoon Activity
2:45 – 3:00	Prayer and Prepare for Dismissal
3:00 P.M.	Dismissal Time
3:15 P.M.	Snack for After Care

This schedule is tentative and will be adjusted daily as needed. Developmental activities will be organized such as coloring, play dough, puzzles, group play, singing, dancing, recognizing colors, numbers, etc. Diapers and Pull-Ups will be checked and changed constantly throughout the day, not just at potty time. Be assured that your child will be changed and cleaned whenever needed throughout the day. Please be sure your child has a clean diaper/pull-up upon arrival in the morning. A parent or the person bringing the child to the nursery, before they leave must change children being brought in with a dirty diaper.

**All students must be in by 9:00 A.M., any student arriving after 9:00 A.M. must have a doctors' note in order to remain at school. Students may not be brought to school after 11:00 A.M.**

ST ROSALIE SCHOOL  
HAWKS' HAVEN  
PARENT HANDBOOK  
2020 - 2021

St. Rosalie's Hawks' Haven (nursery) is a program designed for infants and toddlers, 6 weeks old to 2 years of age. This program provides a nurturing, family environment with a certified staff. Hawks' Haven is licensed under a Type "1" classification and complies with all regulations required by the state of Louisiana.

The curriculum emphasizes spiritual, physical, social and intellectual development. These attributes are integrated into every phase of the program. The nursery building is divided into two areas, the infant area and the toddler area. Every effort is made to nurture each infant and toddler with personal and social development, motor skill activities, quiet and active play, and creative expression opportunities. The program strives to provide a positive, loving, open door atmosphere that will enhance all areas of your child's growth and development.

**Enrollment**

1. The application, registration fee, and copies of all documents must be completed and turned into the office before the child can be considered enrolled. The required documents are an original birth certificate, baptismal certificate (if catholic), a copy of the child's Social Security card, immunization records, and a copy of a parent/legal guardian's driver's license.
2. Children are enrolled in the order in which the applications are received. When space is unavailable, the application will be kept on file and placed on a waiting list.
3. Parents must agree to follow all guidelines presented in the Parent Handbook.

**Registration Fee**

There is a **non-refundable** registration fee for each infant and toddler at the time of enrollment. This fee is also payable for each school year an infant or toddler registers or re-enrolls.

**Before/Extended Care**

Before and after care is provided for your convenience. Morning care begins at 6:45 A.M. and ends at 7:20 A.M., after care begins at 3:00 P.M. and 6:00 P.M. for an additional charge. The cost of before care is \$2.00 a day per child, after care is \$7.00 per day, per child, and is payable on a weekly or bi-weekly basis. A late fee of \$50 per family will apply for anyone picking up his or her child/children after 6:00 P.M. The late fee is to be paid in cash by the next day. If you are late three times your child/children will be removed from the aftercare role.

**Payment Schedule:** All balances must be zero (0) by the following dates:

- a. October 5, 2020
- b. December 14, 2020
- c. March 8, 2021
- d. May 24, 2021

**Any payments made during the week must be paid in check, cash or with a money order with the exception of May; all payments beginning May 1, 2021 must be made in cash or with a money order.**

### **Financial Arrangements**

Tuition is set by the school on an annual basis (see tuition schedule). Cash tuition is to be paid, in full by, the first Friday of May for the following school year. If not paying cash, a loan must be taken out through Gulf Coast Bank and payments are due on the first of each month. Payments to the bank will begin in July and the last payment is due on April 1 of that school year. Late fees from the bank will apply if payments are late.

### **Calendar**

The nursery will be open year round and will follow the calendar set for Hawks' Haven. The Hawks' Haven director/co-director will notify parents of any unscheduled closures throughout the year. You will receive a letter asking if your child/children will be attending, if we do not have ten children we will be closed. A calendar can be found on PlusPortals.

### **Child's Records**

1. An emergency information form must be completed.
2. A medical form from the child's physician and a parent consent form must be submitted before any special treatments are given. (Example: breathing treatment.)
3. Persons authorized to check children out, other than parents, must be
4. submitted by a parent/legal guardian in writing and kept on file.
5. All records must be updated accordingly: immunization records, change of address, persons authorized by parents to check children out of the nursery.

### **Absences**

Please call between the hours of 7:20 A.M. – 8:00 A.M. if your infant or toddler will be absent. Lunches are ordered each morning, no later than 8:40 A.M. Failing to call will result in your having to pay for extra meals. Students may not be dropped off at the nursery after 9:00 A.M. **All students must be in by 9:00 A.M., any student arriving after 9:00 A.M. must have a doctor's note in order to remain at school. Students may not be brought to school after 11:00 A.M.**

### **Arrival and Departure**

It is essential to sign your child in and out every day. The State requires parental signatures on arrival and departure times each time a child is checked in and out of the nursery.

### **Late Arrivals**

Please feed your infant/toddler breakfast if he/she will arrive late. Late is considered after 8:15 A.M. If your child arrives after 9:00 A.M. you will need to obtain a doctor's note before the child is able to stay at school. Please notify staff if your infant/toddler has slept later than usual, so we can plan for naptime accordingly.

### **Daily Report**

A report will be sent home on a daily basis. Included will be your child's activities, eating pattern, social behavior, and bodily functions. This information will be sent home in their red/blue folder, which will be placed in their art case. It is important to read and return the folder on a daily basis. All notes, supply needs, and other communications will be sent home in this folder or will be communicated through PlusPortals.

### **Parent Bulletin Board**

All pertinent information will be displayed on the bulletin board as you enter the front door, i.e. the school calendar, lunch calendars, fire drill escape route, and required state required documents.

### **Nap-Time**

All infants and toddlers are required by the state to take a nap or rest. Each child, one year and older, needs a mat and a cover; please label both. Infants need two sheets and covers. For infants sleeping in baby beds, covers must be large enough to cover the child and be tucked in all sides of the mattress. Covers cannot be placed on top of the child unless it can be safely tucked in. Parents are responsible for taking bedding home on the last day your child attends during a weekly period, or when bedding becomes soiled, and returning them the day, your child is scheduled to return.

### **Nutrition**

The St. Rosalie cafeteria serves a well-balanced lunch, which includes milk, for a nominal fee. Monthly meal calendars will be sent home in your folder, one will be posted on the parent bulletin board, and one can be found on PlusPortals. If you bring breakfast for your child, it will be served between 8:00 A.M. and 8:30 A.M. If your child arrives after than 8:30 A.M., breakfast should be served at home. Children will have a morning snack, lunch, and an afternoon snack daily. Bottles must be pre-made in order for them to be given to your child.

### **Snacks**

Parents are asked to bring snacks that will be shared by all children at snack time Please send three snacks in August and three snacks in January. Please avoid any snacks with peanuts or peanut butter. Some examples of snacks that the children enjoy are Vanilla Wafers, Animal Crackers, Cheez-It, Veggie Straws, cookies, cereal, fruit juice, etc. Feel free to offer other suggestions.

Please send the amount of liquid (100% fruit juice, milk, or water) your child is to drink, other than meal times, in sippy cups and in bottles. These must be labeled with the child's name in order for them to be given.

\*\*If your child is on a special diet send their snack in a container labeled with your child's name, snack, and the contents of the container.

### **Guidance and Discipline**

The purpose of discipline is to help the child to learn acceptable behavior and develop self-control. Our policy is available to parents and licensing personnel. When redirecting or guiding a child's behavior, the following will be taken into consideration: age, intellectual development,

emotional make-up, and experiences. Consistency will be maintained in setting rules and limits for each child. Corporal punishment is prohibited. No child will be subjected to verbal abuse and threats, cruel, severe, or unusual punishment. Derogatory remarks shall not be made in the presence of the children about family members of the children or about the children themselves. No child shall be deprived of meals or any part of meals for disciplinary reasons. No child or group of children will be allowed to discipline another child. No physical restraints will be used to confine children to a bed.

The following is a list of alternate forms of positive discipline:

1. Tell the child what he/she can or cannot do.
2. Eye contact will be established when speaking to a child.
3. Give choices whenever possible, but only when the child has a choice.
4. Encourage the child to solve the problem and work out the conflict.
5. Redirect the child to another activity.
6. Cuddle the child until self-control is obtained.
7. Remove the child from the situation.
8. Last alternative is a time-out period. Time-out is calculated according to the child's age. (One minute per child's age) A staff member will always sit with a child experiencing a time-out period. Please direct any other discipline procedure and suggestions to the staff.

### **Personnel**

All staff members work closely to provide the best consistent care possible for the children. All staff personnel are trained in CPR, adult and pediatric First Aid. State certified requirements and immunizations are updated annually. The entire staff receives continuing education training through in-service seminars and conferences. The goal of the nursery is to provide consistent, loving care in a positive atmosphere.

### **Parent Participation**

Parents are always welcome to visit, observe, and participate at any time. Hawks' Haven has an open door policy. Please take into consideration meal and nap times. You must check in at the main office before visiting the classroom.

### **Supplies**

A list is provided prior to the first day of nursery school and is posted on PlusPortals. Please remember to label all supplies with a permanent marker (diapers, wipes, mat, cover for the mat, bottles, sippy cups, clothes, etc.). Since space is very limited, please use a small diaper bag. Baby wipes and Clorox wipes are used on a daily basis for sanitary purposes.

### **Clothing**

Clothes should be durable, washable, and loose enough to allow play and movement. Toddlers who are walking must wear tennis shoes and socks at all times, as they are a completely closed shoe and are safer for your child. Sandals open heeled shoes, slip on shoes, rain boots, cowboy/girl boots, etc. are not allowed.

If your infant is in diapers or your toddler is in the stage of potty training, please dress them with easy access to diaper changing and using the potty. Please avoid dressing them in overalls,

clothing with belts, and/or clothing without snaps. All-in-Ones must have a snap bottom which is easily removed for diaper changes (no buttons).

Children should have two sets of extra-labeled clothing stored in their cubbies. Please check periodically for size and weather conditions. Toddlers in the potty training stage may need additional sets of clothing.

### **Health and Illness Policy**

Parents are required to submit a physician's statement certifying that the child is free from all communicable diseases or illnesses before entering the nursery or after a doctor's appointment due to illness. Each child is required to have their immunization records kept on file and updated accordingly.

Young children have a greater susceptibility to illness because of their age and unique behavioral characteristics. A solution to control and limit illnesses in the nursery requires the cooperation of parents, children's physicians, and staff. The staff has been educated on the rules and the rationale of basic hygiene practices appropriate for the handling and caring of children. These practices are used every day to help prevent the spread of germs and illnesses.

It is a parent's responsibility to report to the staff any infectious disease your child has been exposed to within 24 hours. Ear infections are not contagious; therefore, your child is able to attend the nursery. However, if your child has an ear infection, along with a fever, his/her resistance is lowered. A child must be fever free for 24 hours, (temperatures of 100.4 or higher is considered fever) without receiving fever-reducing medication, before returning to the nursery. A child may not attend the nursery if there are signs of a virus, vomiting, diarrhea, an undiagnosed rash, or any other signs of infection or illness. A child must be picked up no later than 45 minutes after the initial call has been made about an illness. In order to prevent the spread of any illness parents are asked to pick-up their child within 45 minutes of the initial call letting you know that your child is ill.

### **Hand Washing**

Staff, parents, and all visitors are to practice hand washing when:

- entering the nursery
- before preparing or serving meals
- after toileting or changing diapers
- before eating meals and after eating snacks
- any other time hands may become soiled

Children are to wash their hands:

- before and after meals or snacks
- after toileting
- any other time hands may become soiled

### **Biting/Behavior Policy**

If a child is bitten and the skin is not broken, ice will be applied, the child will be consoled, and a parent of both children will be notified. If the skin is broken, first aid will be applied, the child will be consoled, and a parent of both children will be notified. The child who did the biting will receive an appropriate consequence. If the child bites three times, administration will be notified



and your child may be asked to leave until this problem no longer exists. It is the responsibility of the parents to work with the staff in discouraging this behavior.

It is also the parent's responsibility to discourage a child from continuously striking, pushing, and pinching other children.

### **Pacifiers**

Infants and babies in cribs may use pacifiers as long as the infant can be observed for breathing and placement of pacifier. Pacifiers may not be on a paci-keeper, as these can be dangerous. Children on mats are strongly discouraged from using pacifiers. It is difficult to keep track of them and there is a greater exposure to other children and germs.

### **Emergency Procedures**

The nursery follows all emergency procedures of St. Rosalie School. A fire escape route is posted on the bulletin board as you entered the building. Emergency drills are conducted monthly for fire, tornado, and lock down.

### **Toys: At this time, no personal toys allowed.**

The nursery provides ample toys and materials for children to share. Children may bring a special comfort item, such as a blanket, which may be necessary for sleeping or reducing separation anxiety. However, please do not bring personal toys from home, as the children are not at a stage where they understand sharing. Special toys from home may be lost or broken and would not be able to replace the items.

### **Communications - Grievances - Suggestions**

Notes are a welcomed form of communication. All grievances or suggestions must be addressed with the director or one of the co-directors through a letter, personal conference, and/or email. In the event the matter is not satisfactorily resolved, administrators will be consulted. Please remember that the children are the staff's main priority. The goal of the nursery is to provide a positive, loving environment. The staff welcomes all suggestions and continued support. Inappropriate comments or language toward an administrator or staff member is not in compliance with St. Rosalie School's Salesian and Dominican philosophies. The staff strives to provide an atmosphere based on St. John Bosco's system of reason, religion, and loving-kindness and the Dominican philosophy of VERITAS (truth). If this cannot be accomplished, a parent may be asked to remove their child from Hawks' Haven.

### **Public Release of Students' Pictures and Information**

Throughout the calendar year, various pictures are taken of our school children while at various functions (including, but not limited to, school functions on and off campus, summer enrichment program, sporting events, parish fair, field trips, etc.). These pictures, along with the students' names, may be used for various advertisement purposes (including, but not limited to, local newspapers, school's web site, professional journals, advertisement brochures, etc.). If you do not want your child's picture or information to be used for the above-mentioned reasons, it is the parents' responsibility to submit a letter in writing to the school office during the first week of school or before the start of summer enrichment stating that you do not want your child's information publicized.

### **Abuse and Neglect**

Any suspected abuse and/or neglect of a child in a day care center must be reported in accordance with Louisiana Revised Statutes 14:403.\*\* Reports of mistreatment of children, coming to the attention of the Office of Community Services – Child Protection Services, will be investigated.

### **Supervision**

Children shall be supervised at all times.

1. Children shall never be left alone in any room or outdoors at any time without an adult present.
2. While on duty with a group of children, nursery staff members shall devote their entire time
  - a. To the supervision of the children
  - b. Participating with them in their activities.

### **Medication**

This policy is to ensure the safety of your child while enrolled in Hawks' Haven. Hawks' Haven agrees to assist you when your child is ill with a non-exclusion illness as explained in this document. The daycare policy is based on national standards and state licensing regulations. The purpose of this policy is to reduce the amount of medications given in the nursery. The state and best practices policy agree that only medications given for a brief time and for a particular problem should be given in a nursery setting. No over the counter medications, such as teething or colic medications, cough suppressants, will be given without a doctor's note and instruction.

### **Parent/Legal Guardian Responsibility**

1. Diaper cream, skin creams, sunscreen, or, bounce dryer sheets (which will be used as a mosquito repellent) for infants to 2 yr olds are to be provided by the parent. It is state law that sunscreen and repellent be applied daily. These will need a once a year signature from a parent or legal guardian. If your child is allergic to any of the above-mentioned products, a doctor's note must be provided.
2. All medications must be in the original container. The parent must provide the nursery with the same measuring device used at home before the medication can be administered, (i.e. measuring spoon, syringe, droppers, measuring cup, etc). All medications will be administered between 11:30 A.M. and 12:00 P.M. Please indicate any special requirements needed, such as juice or water, before the medication is given.
3. The drug information that you receive from the pharmacy, with the medication, must be brought to the nursery daily with the medication. This information is attached to the prescription bag or inside the box of over the counter medications. This paper lists the possible side effects and adverse reactions to the medicine.
4. If a non-prescription medication label reads "consult a physician" the early learning center shall also maintain a written authorization from a licensed health care provider for the child to take the medication.
5. The nursery must be furnished with at least two (2) telephone numbers of persons that will be able to pick up your child, if needed. If the child cannot participate in the regular setting of the day, regardless of the nature of the illness, parents or the emergency contact will be notified and will have 45 minutes to pick up the child.

6. Each day your child will be on medication at the nursery, the parent or legal guardian must arrive 15 minutes early so that the proper permission packet to administer medication at the nursery can be filled out and signed. No medication will be given in your child's baby bottle or sippy cup. If the container is not labeled clearly with your child's name or if the medication is expired it will not be administered.
7. Medication must be brought to the nursery daily and it must be taken home daily. No medication will be allowed to be left at the nursery over night.
8. The nursery can only administer medication once daily to a child. Medication will be administered as prescribed. If a child needs medicine three times daily, the parent must administer two of those doses at home (i.e. once in the morning before nursery and once in the evening after nursery). Parents administering medication to their child must stay for 30 minutes after the administration of the medication to observe their child for any reactions.
9. The child will be observed for side effects for 30 minutes after the medication is taken. You will be called immediately if we observe a problem.
10. If your child requires an emergency medication, such as an EpiPen or Asthma Medication, the child will not be allowed to remain in the nursery without this medication. EpiPens, glucose, and inhalers will always remain with your child's teacher. These types of medications require one parent or legal guardian signature every four months. In addition, a care plan from your child's physician describing the symptoms and the treatment will be required every four months. This is in addition to the standard form.
11. Emergency medication: Your emergency care plan must include the following
  1. Method of administration
  2. Symptoms that indicate the need for the medication
  3. Actions to take once symptoms occur
  4. Description of how to use the medication
  5. Signature of parent and date of signature
12. Confidentiality will be maintained by placing the medication request form in a secured area and will only be shared with the necessary staff members of the nursery. We will observe privacy and all medications will be stored in a protected safe place.
13. Our staff will use the "Preparing to Give Medicine Form" and the "5 Rights" when administering medication to your child. Any parent or legal guardian at their request may view these forms.
14. In the event an incident occurs while administering medicine to your child (i.e. spilled medication, refusal to take medicine), an incident report will be filled out and the parent or legal guardian will be notified by telephone immediately.
15. In the event of any medication error (i.e. wrong dose, wrong medication), poison control will be notified, the parent or legal guardian will be called, state licensing will be notified and, if necessary, 911 will be called. All of these events will be documented in writing.

All of these policies for administering medication to your child at our nursery are to ensure the safety of your child.

**For serious or unresolved complaints, please contact:**

Louisiana Department of Education  
Division of Licensing  
P.O. Box 4249  
Baton Rouge, Louisiana 70821

1 (225) 342-9905

1 (225) 342-2498 – fax

[www.louisianabelieves.com](http://www.louisianabelieves.com)

Complaint Policy: [ldelic@la.gov](mailto:ldelic@la.gov)

**UPDATE TO THE HAWKS' HAVEN STUDENT HANDBOOK**

In the event of a natural disaster, disease outbreak, or any other circumstances that, it is the judgment of the school administration, makes it infeasible, unsafe, or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty, and staff salaries, there shall be no suspension, reduction, or refund of tuition or applicable fees.

**NEW POLICY BECAUSE of COVID-19**

The COVID Task Force will be implementing, monitoring, and ensuring enforcement of changes that must be made for the safety of students and staff. Some of these changes may make some of the items stated in the student handbook null or change.